

Safety

# **Hazard Communication (HAZCOM) Program**

Headquarters  
U.S. Army Medical Department Activity  
Fort George G. Meade  
2480 Llewellyn Avenue  
Fort George G. Meade, MD 20755-5800  
22 August 2002

**Unclassified**

# ***SUMMARY of CHANGE***

MEDDAC/DENTAC/VS REG 385-2  
Hazard Communication (HAZCOM) Program

Specifically, this revision—

- o Has been published in a new format that includes a cover and this “Summary of Change” page.
- o Reformats the title page. The Contents section now includes the page numbers that the various chapters and paragraphs begin on.
- o Throughout the regulation, “Fort Meade Dental Clinic Command” and “DCC” have been changed to “U.S. Army Dental Activity, Fort George G. Meade” and “DENTAC”.
- o The requirement to ensure annual clinic-specific training is provided and received by personnel who require it, and that this training is recorded in the individuals’ competency-based orientation folders, has been qualified to show that it pertains only to MEDDAC personnel and refers the reader to MEDDAC Reg 600-8-2 (para 2-10e).

Department of the Army  
Headquarters  
United States Army Medical Department Activity  
2480 Llewellyn Avenue  
Fort George G. Meade, Maryland 20755-5800  
22 August 2002

**\* MEDDAC/DENTAC/VS  
Regulation 385-2**

**Safety**

**Hazard Communication (HAZCOM) Program**

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For the Commander:

DAVID A. BITTERMAN  
*LTC, MS*  
*Deputy Commander for*  
*Administration*

PATRICE E. GREENE  
*COL, DE*  
*Commanding*

RHYA MAROHN  
*CPT, VS*  
*Chief*

Official:



JOHN SCHNEIDER  
*Adjutant*

**History.** This is the third revision of this publication. It was originally published on 19 October 1998.

**Summary.** This regulation establishes responsibilities, policies, and procedures for the HAZCOM Program within the U.S. Army Medical Department Activity, Fort George G. Meade (MEDDAC), the U.S. Army Dental Activity, Fort George G. Meade (DENTAC), and the Fort Meade Branch Veterinary Services (VS).

**Applicability.** This regulation applies to all elements of the MEDDAC, the DENTAC and VS.

**Proponent.** The proponent of this regulation is the Safety Officer.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** Users of this publication are invited to send comments and suggested improvements, by memorandum, directly to the Commander, U.S. Army Medical Department Activity, ATTN: MCXR-SA, Fort George G. Meade, MD 20755-5800, or to the MEDDAC's Command Editor by fax to (301) 677-8088 or e-mail to john.schneider@na.amedd.army.mil.

**Distribution.** Distribution of this regulation is by electronic medium only.

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\* This publication supersedes MEDDAC/DCC/VS Reg 385-2, dated 2 April 2001

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## **Chapter I**

### **Introduction**

#### **1-1. Purpose**

This regulation prescribes policies, procedures and responsibilities for administration of the HAZCOM Program within the MEDDAC, the DENTAC and VS. This regulation establishes a HAZCOM program to—

- a. Reduce the incidence of injury and illness caused by hazardous chemicals in the workplace.
- b. Identify and evaluate chemical hazards.
- c. Establish uniform requirements for communicating information about chemical hazards to both management and workers.
- d. Ensure compliance with 29 Code of Federal Regulations (CFR) 1910.1200.

#### **1-2. References**

Related publications are listed in appendix A. Referenced forms are also listed in appendix A.

#### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

## **Chapter 2**

### **Responsibilities**

#### **2-1. The MEDDAC commander**

The MEDDAC commander will appoint, on orders, a HAZCOM Program Manager with staff responsibility for oversight of implementing and maintaining the program in accordance with (IAW) CFR 1910.1200.

#### **2-2. Commanders, directors, and managers of outlying clinics**

Commanders, directors, and managers of outlying clinics will appoint, on orders, an individual responsible for oversight of the HAZCOM program and develop clinic-specific standing operating procedures (SOPs).

#### **2-3. The Chief, Preventive Medicine Service (PM)**

The Chief, PM will provide technical assistance and interpretation of material safety data sheets (MSDSs), workplace monitoring, and required medical surveillance information to supervisors and workers. An additional requirement is the provision of assistance to the HAZCOM Program Manager for training of personnel.

#### **2-4. The MEDDAC Safety Manager**

The MEDDAC Safety Manager will—

- a. Serve as HAZCOM Program Manager and monitor the program for implementation and compliance.
- b. At least annually, perform workplace inspections and surveys to determine compliance with the program.
- c. Provide general HAZCOM training to all personnel who are or may be exposed to

hazardous chemicals on the job.

- d. Maintain a copy of MEDDAC hazardous chemical inventories, their location and amounts.
- e. Report HAZCOM program compliance to the Safety and Environment of Care Committee at least annually.
- f. Report HAZCOM violations and deficiencies to MEDDAC clinic and section chiefs and the Environmental Science Officer for corrective action.
- g. Maintain copies of appointment orders for KACC clinic and section safety representatives.
- h. Provide full support and assistance to the Hazardous Waste, Hazardous Materials Program.

## **2-5. Chief, LOG**

The Chief, LOG will manage the movement and maintenance of hazardous materials from the time products are received from the manufacturers or suppliers until they are delivered to the customers, and will ensure MSDSs are received and distributed. Logistics Division does not store hazardous chemicals.

## **2-6. The Chief, Plans, Training, Mobilization and Security Division (PMT&S)**

Chief, PTM&S will—

- a. Provide administrative support (that is, scheduling and classroom support for HAZCOM training).
- b. Ensure the integration of HAZCOM training into annual training.
- c. Establish and monitor a personnel database on HAZCOM training given during birthmonth annual training.

## **2-7. The Chief, Industrial Hygiene Section (IH)**

The Chief, IH will—

- a. Conduct annual surveys of all workplaces where employees are potentially exposed to hazardous chemicals as part of the Industrial Hygiene Health Hazard Inventory.
- b. Provide the HAZCOM Program Manager (the Safety Manager) and Hazardous Materials Program Manager (the Environmental Science Officer) a copy of the workplace Health Hazard Inventory Summary Report as requested.
- c. Provide information on the types of personal protective equipment (PPE) required.
- d. Evaluate the health hazards presented by the introduction of new potentially hazardous chemicals in the workplace.
- e. Provide technical assistance and training to the healthcare workers and the Safety Manager when requested.

## **2-8. The Environmental Science Officer (ESO)**

The ESO, as the Hazardous Materials and Waste Program Manager, will—

- a. Interface closely with the MEDDAC/DENTAC/VS Safety Manager and Industrial Hygiene regarding hazardous material activities as appropriate.
- b. Assist the HAZCOM program manager with training and other HAZCOM related issues as necessary.
- c. Assist employees with identification of hazardous chemicals.

## **2-9. Contracting officer representatives (CORs)**

CORs will—

- a. Advise work area supervisors, the Safety Manager, and ESO of hazardous chemicals that the contractor will use, and submitting the chemical inventory and associated MSDSs.
- b. Contractors will be notified at this time of any hazardous chemicals their employees may be exposed to while performing their work and suggestions for appropriate protective measures will be made.

## **2-10. Supervisors**

Supervisors will—

- a. Appoint a Safety Representative and an Alternate Safety Representative to manage their departmental HAZCOM program. Forward copy to the Safety Office.
- b. Support and coordinate the implementation of the HAZCOM Program as required.
- c. Ensure the inclusion of the HAZCOM Program in the safety SOP.
- d. Screen requests for hazardous materials generated by the activity to ensure only necessary materials are ordered and only minimum quantities used to satisfy operational needs.
- e. Ensure annual clinic-specific training is provided and received by personnel who require it, and that this training is recorded in the individuals' competency-based orientation folders. (Pertains to MEDDAC personnel only. See MEDDAC Reg 600-8-2.)
- f. Ensure the Hazardous Chemical Inventory is updated annually. (See paragraph 3-7b, below.)

## **2-11. Safety representatives**

Safety representatives will—

- a. Monitor the activity's HAZCOM Program.
- b. Maintain an inventory of all hazardous chemicals and substances.
- c. Notify the IH, ESO, and Safety Manager of changes in procedures or operations.
- d. Maintain and implement HAZCOM measures, as required, for their area, including training and the maintenance of the HAZCOM Program in the Safety SOP.

## **2-12. Employees**

Employee will comply with all regulations, directives and SOPs applicable to HAZCOM training, and with MSDSs. The term "employee" is explained in the glossary.

## **Chapter 3**

### **Exemptions, Laboratories and Occupational Safety and Health Administration (OSHA) Hazardous Communication Standards, Labeling of Hazardous Chemical Containers, MSDSs, Identifying the Existence of Hazardous Chemicals, and the Hazardous Chemical Inventory**

#### **3-1. Exemptions**

This regulation does not apply to—

- a. Any hazardous waste regulated by the Environmental Protection Agency.
- b. Tobacco or tobacco products.
- c. Personal food, drugs and cosmetics.
- d. Consumer products that are used in the same manner as normal consumer use, and through

this use results in a duration and frequency of exposure that is not greater than exposures experienced by consumers. For example:

(1) An employee who occasionally changes copier toner, identified by the manufacturer as hazardous, is exempt from the standard. The worker who maintains the copier full time is not exempt from the standard.

(2) An office worker who uses an all-purpose cleaner, identified by the manufacturer as hazardous, to clean his or her desk, is exempt. However, contract janitorial personnel using the same cleaner are not exempt from the standard.

### **3-2. Laboratories and the OSHA Hazardous Communication Standards (HCS)**

Laboratories and clinics shall comply with 29 CFR 1910.1450, to include development of a written chemical hygiene plan. The term “laboratory” is explained in the glossary.

### **3-3. Labeling of hazardous chemical containers**

a. Labeling of hazardous chemical containers shall provide workers with baseline information on the substance(s) to which they are exposed.

b. Manufacturers, importers, or distributors of hazardous chemicals must label, tag or mark the containers with identity, warning, and the name, address, and phone number of the manufacturer, importer, or other responsible party.

c. In the workplace, each container into which a hazardous chemical is being transferred from a labeled container shall be labeled with the chemical name and show the appropriate hazard warnings for employee protection. (29 CFR 1910.1200(f)(5).)

d. Labels will be in English, legible and prominently affixed to the container.

e. When unlabeled materials are received, they shall be returned to the vendor.

f. Portable containers. Employees are not required to label portable containers into which hazardous chemicals are transferred from labeled containers and intended only for the immediate use of the employee who makes the transfer. “Immediate use” means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container.

g. Laboratory chemicals. Incoming laboratory chemicals will not have the labels detached. Containers such as test tubes, flasks and beakers that are in use need not be labeled unless required by an OSHA substance-specific standard.

h. Drugs, when in solid form and regulated by the Food and Drug Administration (tablets and pills) are exempt for direct administration to the patient.

### **3-4. MSDSs**

a. The contents of all MSDSs used within the MEDDAC shall meet OSHA standards.

b. No hazardous material will be used until the MSDS has been obtained and in the required file.

c. If necessary, obtain MSDSs in languages other than English for non-English speaking employees.

d. The MSDS shall correctly match the hazardous material to which it is being applied.

e. All personnel will have ready access to the MSDSs applicable to their work areas. MSDSs will be organized in alphabetical order, immediately after the Hazardous Chemical Inventory in the HAZCOM binder (normally yellow in color). If the activity has only a few MSDSs, they may be kept in the Safety Program Guide, HAZCOM section.



f. Employees who question the safe use of a material will not be required to use it until the hazards and protective procedures are explained.

g. Housekeeping MSDSs will be kept in each janitorial closet. Master copies will be kept in the Housekeeping and Safety offices. Copies will be available to individual activities upon request to the Safety Office.

### **3-5. Identifying the existence of hazardous chemicals**

Identification of hazardous materials will take place primarily by reading the label on the product. If a warning is present; e.g., flammable, corrosive or danger, the employee will review the applicable MSDS for health hazards and safety information.

### **3-6. Non-routine tasks**

Non-routine tasks, i.e., spill clean up and other temporary duties, will be performed IAW site-specific training the employees receive. (See paragraph 4-2, below.)

### **3-7. The Hazardous Chemical Inventory (HCI)**

a. It is the supervisor's responsibility to ensure that an HCI is maintained within his or her section.

b. The HCI will—

(1) As a minimum, be updated annually and will include an inventory of all hazardous chemicals and materials maintained by the section. The HCI will also be updated whenever hazardous chemicals or materials are physically added to or removed from the section's inventory. (Whenever possible, non-hazardous chemicals/materials will be substituted for hazardous chemicals/materials used within the section.)

(2) Be completed IAW the standardized format provided by the MEDDAC Safety Office.

(3) Cross-reference the section's MSDS file.

(4) Be filed in the section's HAZCOM binder, immediately in front of the MSDSs, except for sections that have a very few hazardous chemicals/materials, in which case the HCI may be maintained in the section's Safety Program Guide.

(5) Be forwarded (annual HCI only) electronically to the MEDDAC Safety Office.

### **3-8. Chemical spill after action reports**

Following a chemical spill, the supervisor or other person in charge will submit a DA Form 4106 (Quality Assurance/Risk Management Document), as an after action report, to the MEDDAC Safety Manager and the ESO. Include the following information on the report:

a. Date of the incident.

b. Substance.

c. Volume.

d. Appearance and or odor.

e. Number of individuals injured.

f. Other relevant information.

## **Chapter 4**

### **HAZCOM Training**

#### **4-1. Train-the-trainer**

The Safety Manager will provide HAZCOM train-the-trainer for the purpose of training safety representatives so they may, in turn, train personnel in their sections. This will include initial training, chemical-specific training, and annual refresher training.

#### **4-2. Site-specific training**

Supervisors will ensure their employees receive training in non-routine, site-specific tasks that are performed within their units, and that this training is thoroughly understood by the employees. Emergency response and chemical spill guidelines are laminated information cards, provided by the Safety Office, that are worn along with the facility identification badges. The MEDDAC Hazardous Materials and Waste Management programs contain the specific programs.

#### **4-3. Employee information and training**

Supervisors will ensure that training is given to their employees that is appropriate for their duties. General HAZCOM training is included during Newcomers Orientation Training and Birthmonth Annual Training. Training will include familiarization with all aspects of HAZCOM required by this regulation. Site-specific training is accomplished within the department. (See paragraph 4-2, above.) Minimally, during department level training, employees must be provided additional training on categories of hazards to which they are exposed (carcinogens, corrosives, highly toxic irritants, and toxic materials) and whenever new chemicals are introduced to the workplace.

## **Appendix A References**

### **Section I Required Publications**

This section contains no entries.

### **Section II Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

**AR 40-5**  
Preventive Medicine

**AR 310-25**  
Authorized Abbreviations, Brevity Codes, and Acronyms

**AR 310-50**  
Dictionary of United States Army Terms

**AR 385-10**  
The Army Safety Program

**DOD 6050.5**  
DOD Hazard Communication Program

**DOD 6050.5-L**  
Hazardous Material Information System

**FAR**  
Clause 52.223-3, Hazardous Material Identification and MSDSs

**HSC Reg 385-1**  
Hazard Communication (HAZCOM) Program. (HSC is U.S. Army Health Service Command, which was former name of the U.S. Army Medical Command (MEDCOM).)

**MDW Reg 385-1**  
Safety Hazard Communication Standard Program. (MDW is Military District of Washington.)

**MEDDAC Reg 600-8-2**  
Competency-based Orientation (CBO)

**OSHA 1910.1300**

**29 CFR 1910**  
Subpart Z, Toxic and Hazardous Substances

**29 CFR 1910.1200**  
Hazard Communication

**29 CFR 1910.1450**  
Occupational Exposure to Hazardous Chemicals in Laboratories

### **Section III Prescribed Forms**

This section contains no entries.

### **Section IV Referenced Forms**

**DA Form 4106**  
Quality Assurance/Risk Management Document

## Glossary

### Section I

#### Abbreviations

#### CFR

Code of Federal Regulations

#### COR

contracting officer representative

#### DENTAC

Fort Meade Dental Clinic Command

#### ESO

environmental science officer

#### FAR

Federal Acquisition Regulation

#### HAZCOM

hazard communication

#### HCI

Hazardous Chemical Inventory

#### IH

industrial hygiene

#### LOG

Logistics Division

#### MEDDAC

U.S. Army Medical Depart-

ment Activity, Fort George G. Meade

#### MSDS

material safety data sheet

#### OSHA

Occupational Safety and Health Administration

#### PPE

personal protective equipment

#### PTM&S

Plans, Training, Mobilization & Security Division

#### SOP

standing operating procedure

#### VS

Fort Meade Branch Veterinary Services

### Section II Terms

#### Employee

Within this regulation, the term “employee” includes all military personnel, Department of the Army civilians, contract employees, and American Red Cross volunteers whose full

time or part time place of duty or employment is within any medical treatment facility of the Fort Meade MEDDAC, the DENTAC or VS.

#### Hazardous chemical

Any chemical which is a physical hazard or health hazard as defined in 29CFR 1910.1200 (OSHA). Such chemicals are carcinogenic, flammable, reactive, toxic, or capable of damaging the lungs, skin, eyes, or mucous membranes. Any product with an MSDS is regulated as a hazardous chemical.

#### Laboratory

In accordance with the OSHA HCS, “laboratory” means a workplace where relatively small quantities of hazardous chemicals are used on a non-production basis; e.g., bench scale operations.

#### Section

Within this regulation, the term “section” means all clinical or administrative work areas.